

**Central Colorado Regional Airport
Board Meeting Minutes
December 7, 2009**

- 1. The meeting was called to order at 6:31 pm by Chairman Mal Sillars.**
- 2. Attendees: Board Members Cal Anderson, Tom Bell, Bob Freed, Cherie Haarberg and Mal Sillars; Cara Russell, Mayor; Sue Boyd, Administrator/Airport Manager; Christine DeChristopher, Treasurer; Bob Johnson, Airport Operations Specialist; Jay Jones, Larry Lechner, Lee Lechner, Tom Moore and Gene Powell.**
- 3. Changes to the agenda were approved by the Board members.**
- 4. Approved minutes from November 2, 2009 Board meeting with one change by Sue Boyd.**
- 5. Public Comments. See attached letters from Larry Lechner, Lee Lechner and Tom Moore which were read by the authors.**
- 6. Financial Report by Christine DeChristopher, Treasurer: Christine presented the Monthly Summary of Airport Sales to the attendees, which is attached to these minutes. Christine stated there are a few outstanding items which have not been resolved; however, the total revenues cash basis through November come to approximately \$247,000 including grant money. Christine advised that the Fort Rucker ten day military training exercise netted approximately \$2,200 after all of the airport operating costs were deducted, which will not show on the ledger. Mal Sillars asked if the Airport Board could be provided with the net profit figures and Christine said the net profits will not show on the ledger. Mal asked if the Board could be provided with total income and total expenses via email so that we could have a good idea of where we are financially. The Airport Board has no good idea of how much the airport makes off of fuel, hangars, etc, and they would like a breakdown of this if possible. The Airport Board has not been provided with regular reports and Sue Boyd stated that it is the Town's intent to provide this; however, items need to be reconciled. Christine said she could present reports to us on a monthly basis. However, she stated that the reports would be one month late due to the fact that she cannot provide the figures for the previous month in time for the Airport**

Board meetings which occur the first Monday of each month. The Airport Board requested that they receive the reports prior to the meetings, if possible, so that the Board would have time to analyze the statistics. Cara Russell said that the reports would be provided.

7/8. Airport Activities Report & Comments by Airport Manager/Town Administrator: Sue Boyd provided copies of the Airport Activity Report she prepared for the Board of Trustees in an effort to start providing information to the Board of Trustees regularly with meaningful data regarding airport operations. The chart does not provide dollar value inasmuch as data needs to be reconciled. Per Sue, the Board of Trustees requested clarification regarding the chart category "No. of Aircraft" with regard to Based Aircraft versus Transient Aircraft. Sue deferred this to Bob Johnson, who stated that Based Aircraft are aircraft which are registered as being based at this airport per the FAA. Transient Aircraft includes all other aircraft that comes into the airport but are not based here. It was noted that the "No. of Operations" means operations or landings and takeoffs. The figures for the "No. of Aircraft" refer to aircraft moves. Sue stated that we need to fine tune this data so that it is less confusing for all concerned. She also noted that this chart does not include any operations occurring during hours when the airport is not staffed. Regarding the Fort Rucker training mission, there were actually three entities involved: Fort Rucker, BLR Aerospace and West Star Aerospace. Bob Johnson and Mal Sillars advised that BLR did some testing here earlier this year and the Air Force was here two weekends ago. Two other missions were delayed due to economic reasons and will, hopefully, be rescheduled for 2010. Bob Johnson stated that his statistics for the activity report are not financial statistics and are meant to provide operational numbers only. All of the 2008 data is available with the exception of the fuel which is shown on the financial report. The only data from 2008, which is missing due to the computer crash, was the fuel data. All other data has been backed up. Sue stated that she and Christine are still not sure of the data for 2008 which is why no report has been generated. Sue also called to attention the C-DOT grant request which was due the first of

December. She stated that items which we thought were included did not make it to the Capital Improvement Program (CIP). The A6 apron pavement expansion was the only item included in the CIP last spring. It was noted that the FAA will not approve this if the main purpose is for serving C-130s, inasmuch the FAA cannot approve grants for military traffic. During Sue's conversation with C-DOT, the CIP request for funding was allowed to be amended and they recommended that we add \$80,000 for a snow plow. We do not have to use the entire \$80,000 but we cannot go over this amount. Sue provided an update regarding the re-staffing issue. Of thirteen applicants, three were interviewed and two were offered part-time positions; one for twenty hours per week and one for ten hours per week. They will be cross-trained so that we have more people to cover the airport operations. Bob Freed asked if both candidates had significant airport experience. Sue reported that one has airline and airport customer service and managerial experience at large as well as smaller airports; however not a lot of fueling experience. The other is an aircraft mechanic with a current A&P license; however, he does not have a lot of customer service experience. Sue felt that they have put together a team with a variety of skills. Training started November 30, in which she and Jill Van Deel participated. Sue's final update, as requested at the last Airport Board meeting, was that the core sample data was received from Jviation and given to Bob Johnson so that he could apply for qualification of the airport for C-130 use.

9. Old Business

- A. RTA – terminal work – status: Sue Boyd stated that we need to be verify that all changes have been made and it is RTA's goal to have the bids released by the end of the week. RTA will work for a completion date of April 1, 2010, but are hesitant to commit to this date due to contingencies.**
- B. AWOS – Avionics Specialists: Mal Sillars advised that he and Sue met with Avionics Specialists regarding their proposal for a maintenance contract which would include uploading the AWOS data to the FAA, installing four web**

cameras and a host site to show all current data. BVTV could also access the web cams. Per Sue, the current maintenance agreement expires in February of 2010, and Sue's preliminary evaluation of this proposal is that it is cheaper and offers more. A determination must be made in order to give the current maintenance provider 30 days notice of termination.

- C. Leading Edge Report: Sue Boyd stated that this report is a guidance tool only, recommending a thorough market analysis, cost benefit analysis, codifying of rules and regulations for compliance issues. Jeff Price acknowledged that the airport's current rules and regulations are typical of airports of this size and he had no further recommendations for same. Mal Sillars commented that the Leading Edge report was not indepth and Sue said it was not intended to be an indepth study and was to be used for guidance. Tom Bell expressed confusion as to where the reference to an industrial park came from in Jeff's report. After Board discussion, it was determined that it came from Bob Freed's comments at the work session regarding the airport acquiring land for airport protection, which Mal stated has been recommended by the FAA in the past. There is no immediate intent of the Airport Board to purchase land for an air industrial park. Regarding use of college students to complete a market analysis, Mal stated he had mixed emotions on this issue and wonders if they are qualified to do such a study. Sue stated that the most importance piece is preparing data on the front end. What does the airport want and what is the highest priority? Her recommendation is that the fees we charge should have high priority. An assessment of cost benefit and market needs is required. Regarding potential purchase of the Mandes hangar, a value of the hangar needs to be established as well as the potential income from owning the hangar. What difference would it make if we did not purchase the hangar? Would FBO's be attracted to our airport without the hangar? She also noted that the FAA provides \$150,000 per year for capital projects and not**

airport operations. Lee Lechner's comments regarding raising airport fees will hurt local pilots. Our fees should at least be the same as Salida's airport fees. He feels the Leading Edge report should be viewed with skepticism. Larry Lechner stated that the airport should be developed to serve the immediate needs of the local pilots and do not try to build something that is not needed by the Town.

D. Hangar Development Update – ground lease packages. Sue is going to provide two types of leases: private hangar leases and commercial/industrial leases. She has been contacting potential commercial leasees and has not gotten any definite time lines. She will be calling local pilots to see how quickly they wish to start building. She wishes to determine who is ready to build most rapidly and does not want to tie up ground leases for the long term. Lee Lechner said he would give her his paperwork tomorrow. Sue stated that the ground leases will not be completed until a new Town attorney is hired, which is currently in progress.

E. Business Plan: Tom Bell stated that the Airport Board had been told that the staff is working on a business plan. Sue stated with the reorganization of management at the airport, we will need to start over. There was confusion as to exactly who should be preparing a Business Plan and the Airport Board has offered to do work on it. Sue stated revenue generation is critical for this airport, including ground leases, fees for all services, and we need to re-think whether the airport will be self-sustaining any time in the near future. Cherie Haarberg reiterated minutes of the work session with Leading Edge which states that getting lease agreements approved is essential to projection of the airport budget and establishment of a business plan. Sue said the general direction for establishing a business plan is to have the staff begin collecting data from other airports. The Town hopes to have draft lease packages completed by mid to late January.

F. 2010 Budget comments/changes: Christine DeChristopher stated that the airport owes the general fund. Regarding

the deficit and reflecting on a 30% decrease in traffic at the airport this year, there is nothing to indicate that there will be a change in the economy in 2010. The budget expenses have been cut to the bone and we cannot cut costs without making changes to the operation. The thing that will make this airport work must be a combination of many things. The main concerns are how do we make revenues go up and what do we cut? What will work operationally? The rest of the Town's taxpayers are paying for this airport and there is a lot of concern from the Trustees. Cara Russell mentioned that when the Town took over the FBO, the intent was to make the airport look good to a prospective FBO, and making a profit may never happen in the current economy. Sue Boyd stated that the projected income projects are not coming in as predicted. Lee Lechner mentioned that the airport should go back to a self-service airport with one part-time employee.

- G. Code Enforcement and FAA Citation: Sue Boyd met with Chief Tidwell and he reinforced the need for codification. Also a draft of procedural enforcement needs to be part of the lease agreements. Regarding the FAA citation, Sue stated that the Town is working on it. She had a verbal conversation with the FAA and as long as they feel we are working on it, they are ok with it.**
- H. Hangar: This topic is included in the minutes above. Christine recommended that we need dialogue regarding the lease of the hangar and we must meet the existing demand in our community in order to come up with numbers. Mal Sillars questioned how many successful airports in the state do not have hangars? This needs to be part of the research project.**

10. New Business:

- A. CIP (Capital Improvement Program) Worksheet was passed out by Sue Boyd and discussed previously in this meeting. She stated that recommendations by the Airport Board must be made in April in order for the Airport to obtain grants. An analysis must be completed for grant items.**

B. Work Session with Trustees: The meeting has been proposed for January 11; however, this is not a definite schedule. The Airport Board needs to meet prior to this meeting and determine what agenda topics need to be discussed. Sue Boyd would like to be kept in the loop. Sue recommended that the Airport Board chose their agenda carefully and be completely prepared with supportive data. One concern is whether or not there is enough time to prepare a draft business plan. The Airport Board will work on this and will keep Sue advised.

11. Board and staff comments: See 10 above.

12. Meeting was adjourned at 8:52 pm.